



PLANTING FIELDS

Fundraising Events and Development Coordinator (Full-time)

Hours: 40.0 hours/week 9am to 5pm, Monday-Friday

The Fundraising Events and Development Coordinator will report to and support the Development Officer in the cultivation, solicitation, and stewardship of donors and donor prospects, helping to deepen donor engagement in the life of the organization. The Coordinator will facilitate the execution of fundraising activities and signature events.

Duties + Responsibilities

- Assist the Development Officer with achieving annual fundraising goals with a focus on contributions from individuals, businesses, events, campaigns, and other partnerships.
- Support in developing, planning and the execution of annual fundraising activities and signature event objectives and strategies. These events include A Moveable Feast (AMF), Golf Classic, and Deck the Halls (DTH).
- Work closely with event chairs and colleagues to develop and execute fundraising events.
- Work to keep events on schedule, within stated budgets and functioning smoothly.
- Facilitate event design needs with marketing team.
- Assist in maintaining current and accurate donor records in Blackbaud Altru (CRM database), hard files, and e-files of all individual donor transactions and related development material. Create reports as necessary.
- Use technology and other resources (including Blackbaud Altru CRM) to develop and manage a robust donor prospect pool.
- Assist Marketing and Communications staff to create streamlined donor communication (including digital) strategy, incorporating seasonal touch points, key development strategies, and messages as needed.
- Collect content from fundraising events and activities for social media, newsletters and other communications.
- Will coordinate with the Stewardship Director who oversees major public programming and events such as all festivals, 5ks, ribbon cuttings, exhibition openings, symposia, concerts, and the 2024 Golf Classic.
- Be flexible with work duties, assignments, and changing organizational priorities.

Education + Experience

- Bachelor's Degree from an accredited college or university preferred.
- At least 2-3 years of experience in fundraising event planning and development for a nonprofit or arts and culture organization.
- Proven and successful track record in supporting fundraising programs.
- Superior time management and organizational skills, with proven ability to meet timelines.
- Ability to interface with individuals at every level and department within the organization.
- Creative problem-solver, with the ability to adapt quickly to prioritize, plan for, and manage multiple projects in a fast-paced, high-expectation environment.
- Strong work ethic, excellent judgment, and discretion.
- Fluency in Microsoft Office.
- CRM experience essential.
- Ability to work evenings and weekends for fundraising events.
- Ability to take initiative and remain self-motivated while also being a member of a larger team.
- Must be able to communicate PFF's mission with a strong sensitivity and adherence towards the organization's vision and values.
- PFF is a collaborative environment, and the Coordinator will be someone who has a team-oriented approach to work.

Additional Information

This is a full-time exempt position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Employees are eligible to participate in a generous benefits program. The hourly pay range is \$28.00 to \$32.00 an hour.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (all in PDF format) to hr@plantingfields.org

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-

profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time. To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on the mission and operations of Planting Fields.

Employment at Planting Fields is at-will, which means that either the employee or Planting Fields can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.